School of Industrial Engineering and Management

Internship Course Enrollment Process

IEM 5020* Graduate Engineering Practicum is a 1-3 credit hour course offered in Summer terms
IEM 5030* Engineering Practice is a 1-9 credit hour course offered in Fall/Spring terms

IEM 5020 / IEM 5030 have the following prerequisite(s):
- Consent of IEM adviser and department head
- Satisfactory completion of 12 hours of IEM 5000- or 6000-level courses.

This course is a professionally supervised experience in real-life problem solving involving projects for which the student assumes a degree of professional responsibility.
Activities need to be approved in advance by the instructor/advisor and must reflect graduate level analysis. The internship may consist of full or part-time engineering experience (on-campus, in an industry, or both) either individually or as a responsible group member. Periodic reports, both oral and written, will be required as specified by the adviser.

Process for Enrollment Approval:
1. Share the course description above with the company ahead of time and let them know you will be needing an offer letter that includes a description of the work you would be doing and the dates of the internship. As you are sharing this with the company, keep in mind and make sure that: (1) the company is aware that the internship work must be related to the **area** and **level** of your study, and (2) that your internship must **start and finish** during the applicable term (Fall/Spring/Summer).

2. After getting the offer letter from the company, you will need to email the following to iem-grad@okstate.edu :
   - The offer letter from the company that includes the **dates of the internship**
   - A copy of (or website link to) the job description that **includes the minimum qualifications** and some form of verification that shows that the job description is from the company (a pdf document that has company letterhead, job description listed on the company website, etc…)
   - The position announcement / job opening announcement (a website link to job opening, a pdf document that shows job opening, etc...)
     - The job description and position announcement can be listed on one document/website

Please cc your advisor when you send these to the iem-grad email. **If you don't have these items listed above, please contact the company and ask for them.**

3. The IEM Graduate Program Director and the Department Head will then assess the nature of your anticipated work and approve your enrollment in the IEM 5020 or IEM 5030 course.

4. Once approved, an email will be sent to you via iem-grad@okstate.edu informing you that the internship has been approved and that an IEM 5020 / IEM 5030 course section has been opened up under your advisor's name for you to enroll in.

Course Work:
Submit reports as needed to your advisor. At a minimum, a final report is needed, documenting your work at the company. This report will be graded on the quality of the work, technical content, and presentation. Ensure that the content of the final report (as well as any other reports submitted to your advisor) is approved for sharing by the company. Do not include any proprietary/confidential data or intellectual property in this report.

Last Updated: 8/23/2018